



The Commonwealth of Massachusetts
State Board of Retirement
One Ashburton Place, Boston, MA 02108-1607

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**RULES OF SPECIAL ELECTION
TO THE STATE BOARD OF RETIREMENT
2004**

The following guidelines will be followed by the State Board of Retirement (Board”) in conducting the special election of an active member or retired member to the Board.

A. Notice of Election and Eligibility

- 1) Notice of the upcoming election will be forwarded to all retirees, members, and agencies within the State Board of Retirement on or before August 2, 2004. Notice will also be sent in sufficient numbers for posting in each of the agency facilities, and will contain specificity as to how, where and when nomination papers can be obtained.
- 2) Persons who are members in service (actively employed or on authorized leave of absence) or members retired from service shall be eligible for nomination as a candidate to fill the elected position on the State Board upon the submission of nomination papers, containing the valid signatures of at least 20 in service or retired members of the State Retirement System along with a biographical sketch of fifty (50) words or less.
- 3) All nominees who have qualified as candidates for election will be notified of the same by August 27, 2004.

B. Nomination Papers

- 1) Nomination papers will be available beginning on August 2, 2004 and will be forwarded to members upon request with a copy of the Rules of Election.
- 2) Only signatures submitted on nomination papers provided by the State Board of Retirement to a candidate will be accepted and validated. Said papers will be in such a format as to provide the signature of a member, his or her printed name and Social Security number. Nomination papers may be signed by active and retired members of the State Retirement System only.
- 3) Nomination papers should be submitted at one time containing the names of at least 20 members. Nomination papers must be received at the Board’s office on or before August 23, 2004.
- 4) Members and retirees may sign more than one set of nomination papers.

- 5) Signatures on nomination papers will be validated against the most recent deduction report from the signatory's State agency on file with the Board as of the date of submission of the nomination papers or from the most recent retirement warrant as the case may be.
- 6) If all candidates fail to meet the nomination requirements, the nomination period shall remain open until at least one candidate qualifies.

C. Printing Ballots and Envelopes

- 1) The Board Election Officer shall cause to be printed an official ballot containing only the proper names of the candidates, in an order to be determined by a random drawing.
- 2) The ballot and return envelope may, at the discretion of the Board Election Officer, be in the format of one-piece pre-printed mailer.

D. Delivery of Ballots

- 1) Ballots shall be issued to all qualified members on or about September 3, 2004.
- 2) Each voter shall be responsible for delivery of their ballot to the State Board of Retirement.
- 3) Ballots may be delivered or mailed to the office of the State Board of Retirement, One Ashburton Place, Room 1219, Boston, MA 02108 or its designated agent. Ballots submitted by facsimile, telephone, or electronic transmission will not be accepted.
- 4) The official envelopes containing ballots must be received at the State Board of Retirement on or before October 4, 2004, or if mailed must be post-marked before October 4, 2004 and received at the State Board of Retirement before October 8, 2004.

E. Verification of Ballots

- 1) Membership eligibility shall be verified by the State Board of Retirement.

F. Administrative

- 1) The Executive Director of the Board or his/her designee, shall serve as an Election Officer.
- 2) Except for a brief biographical sketch, no campaign paraphernalia, photograph or literature on behalf of any candidate will be delivered or distributed by the State Board's staff to the membership.

G. Election by Declaration

- 1) If the State Board of Retirement determines that only one candidate has been nominated, the Election Officer shall declare said candidate to be the elected member, and no election shall be held.

H. Counting of Ballots

- 1) Ballots shall be counted by the members of the staff of the State Retirement Board or its designated agent, under the direction of the Election Officer. Candidates shall be notified of the date ballots are to be counted.
- 2) Ballots will be disqualified under circumstances, including, but not limited to:
 - a) Ballots are not able to be verified as being submitted by member in service or by retiree.
 - b) Ballots of members or retirees voting more than once.
 - c) Ballots received after the above deadline.
 - d) Ballots containing identifying data of voter.
 - e) Ballots containing more than one designation.
 - f) Ballots, which have been, defaced such that voter's choice of a candidate is ambiguous in the opinion of the Election Officer.

The Election Officer will retain all ballots and/or envelopes, which have been disqualified for any reason, for 90 calendar days after certification of the results.

I. Certification and Recount

- 1) The Board of Retirement shall certify the results of such election not later than October 28, 2004.
- 2) Within seven days of completion of the count, all candidates will be notified in writing as to the election.
- 3) Any candidate who failed of election by fewer than 300 votes may request a recount provided that such a request is made in writing to the Election Officer, within seven (7) days of notification of the results of the election.
- 4) The Election Officer shall conduct a recount within five (5) days of receipt of such request, to include a review of disqualified votes.